



## Lake Superior State University Student Identification Policy

08-19-2021

Your Lake Superior State University ID card is your legal form of identification for Lake Superior State University. It is important that you treat it like your personal credit cards or driver's license. In order to ensure protection of your Lake Superior State University ID card, please observe the following:

- The cardholder must be the only person using and possessing the card. You may not send someone with your Lake Superior State University ID card to make purchases or use to access buildings.
- Report your lost or stolen card to the Public Safety Department immediately in order to protect your funds and accounts on the card. The University will not be responsible for any charges or monies missing or added on the Lake Superior State University ID Card if you fail to report your card lost or stolen to the Public Safety Department.
- Students seeking a replacement ID should report to the Human Resources office with another form of photo ID to obtain a new card. A replacement fee of \$25.00 will be assessed for any first time lost ID card. A second replacement for a lost card will be \$35.00. This fee will be placed on a student's account and can be paid online or at the Cashier's Counter in the Fletcher Center. Cards that are damaged (not due to negligence) or not working properly may be brought to the Human Resources Office and will be replaced at no charge, provided that the card replaced is the most recently issued card; if it is not, a fee will be applied.
- If someone else tries to use your Lake Superior State University ID, it will be confiscated by the individual at the point-of-sale and taken to the Public Safety Department. You will be able to claim your ID only from Public Safety.
- Students are expected to carry their student ID card at all times. It is expected that students will present the card to appropriate personnel upon request. Student ID cards are necessary for dining room access, library use, Student Activity Center use, and access to residence halls. Students may also be asked to produce their cards in the case of a medical problem or other situation in which rapid identification is critical. Similarly, students may



be asked to produce their cards in situations involving alleged violations of institutional regulations or of local, state, or federal laws. Public Safety, residence life staff and other institutional personnel may also request to see a student ID card to identify students when assistance is needed and to identify persons who do not belong on campus.

- ID cards are the property of the institution and governed by the regulations of the institution. ID cards are non-transferable; are not allowed to be left unattended in a public place accessible by others; and any misuse of the card by its holder or another party may result in disciplinary action.

Questions and concerns about ID cards should be directed to the Human Resources Office located in the Administration Building. Please call 906-635-2213 for inquiries. If afterhours or on weekends, please contact the Public Safety Department at 906-635-2100.